

WHG General Purposes Committee
Terms of Reference

Purpose

The General Purposes Committee is the operational management committee of the WHG and exists to advise and support the Centre Director in the day-to-day running of the Centre's business and implementation of strategic decisions.

Membership

Members of the General Purposes Committee shall be appointed and removed by the Centre Director. The membership shall reflect

The General Purposes Committee comprises the following members:

Yvonne Jones	Acting Director, <i>ex officio</i>
Peter Bond	Business Manager, <i>ex officio</i>
Sue Wilson	Deputy Business Manager, <i>ex officio</i>
Ling Jinks	Building & Facilities Manager, <i>ex officio</i>
John Todd	
Julian Knight	
Cath Green	
James Brown	
David Buck	
Ben Davies	
Ellie Tzima	
Christian Siebold	

Meeting Arrangements

The General Purposes Committee shall meet at least six times per year and dates/times of meetings shall be set at least 12 months in advance.

Quorum will be the Director or Deputy Director and at least five members present.

The Centre's Deputy Business Manager will service meetings of the General Purposes Committee.

Remit

The members of the General Purposes Committee shall assist the Director with:

- Oversight of all business related to the day-to-day operational running and management of the Centre and its' buildings.
- Implementing the strategic decisions of the Director and the Strategy Group.
- Receiving reports, as required, from the Centre's various committees in order to have oversight of all actions and activities to ensure the Centres is running in an effective and co-ordinated way.
- Organisation of seminars and lectures in the Centre.
- Oversight of the Centre's website and similar 'external facing' matters.
- Oversight of student experience and programmes.
- Organisation of Centre-wide events and activities.